OPEN SYSTEMS® Accounting Software

General Ledger ODBC Report Applet User's Manual

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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General Information

The OPEN SYSTEMS Accounting Software (OSAS™) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

The ODBC Kit

The OSAS ODBC Kit provides users with a way to access their OSAS data through any ODBC-compliant productivity package. The ODBC Kit includes an ODBC driver for Windows, the data dictionaries for the OSAS data files, utilities for maintaining the data dictionaries and some sample reports in Microsoft® Excel, Microsoft Access® and Crystal Reports™ for Windows.

The Report Applets

Since the release of the ODBC Kit, OSAS users have been discovering the power of these popular productivity packages to analyze their accounting data. The Report Applets provide a series of pre-built Microsoft Excel PivotTables® to help you get the most from your accounting data.

These tables are provided for each of the major data files in each application. This manual includes instructions for loading and using these spreadsheets to sort and analyze your data. With a little practice, you can easily create similar PivotTables or modify the ones provided to customize them to your exact needs.

General Ledger Data Files

You use the General Ledger (GL) system to consolidate information about your business. You can use it alone, but it works best when interfaced with other applications. You can set up accounts and produce statements that include debit and credit information from the interfaced applications.

GL Data Files

The General Ledger Report Applet contains several spreadsheets that report information from the OSAS General Ledger data files. The PivotTables in the GL Report Applet are based on these data files:

GLMAxxx

The General Ledger Master file holds the general ledger accounts and their balances. The balances are updated when you use the Post to Master function. Each record stores the account number, description, beginning balances and balances for each period for five types of balances: actual, budgeted, last-year, next-year, and forecast. Data from the GL Master file is used in the GL Budget Detail (GLBUDGET.XLS), GL Comparative Analysis (GLCOMP.XLS) and GL Forecast Detail (GLFORCST.XLS) PivotTables.

GLJRxxx

The General Ledger Journal file stores general ledger transactions. You can enter the transactions through General Ledger or through the other OSAS applications. When you post, the information in this file is used to update the General Ledger Master file. The data in this file is displayed on the GL Journal (GLJRNL.XLS) PivotTable.

Introduction to PivotTables

A Microsoft Excel PivotTable is an interactive table that quickly summarizes, or cross-tabulates, large amounts of data. You can rotate its rows and columns to see different summaries of the source data, filter the data by displaying different pages, or display the details for areas of interest.

A PivotTable contains fields, each of which summarizes multiple rows of information from the source data. By dragging a field button to another part of the PivotTable, you can view your data in different ways. For example, you can view any field either down the rows or across the columns.

The PivotTable summarizes data by using a summary function, such as Sum, Count, or Average. You can include subtotals and grand totals automatically, or use your own formulas by adding calculated fields and items.

In the General Ledger Report Applet, several PivotTables are provided based on the data in the OSAS data files. The PivotTable is updated through the ODBC driver.

The next section includes a tutorial for setting up and modifying PivotTables in Excel.

Creating Microsoft Excel PivotTables

Read this section for an exercise in creating a PivotTable using the ODBC Kit and Microsoft Excel 97. If you require more information about Microsoft Excel, consult the Microsoft Excel User's Guide or Online Help.

Before you can create this report, complete these tasks:

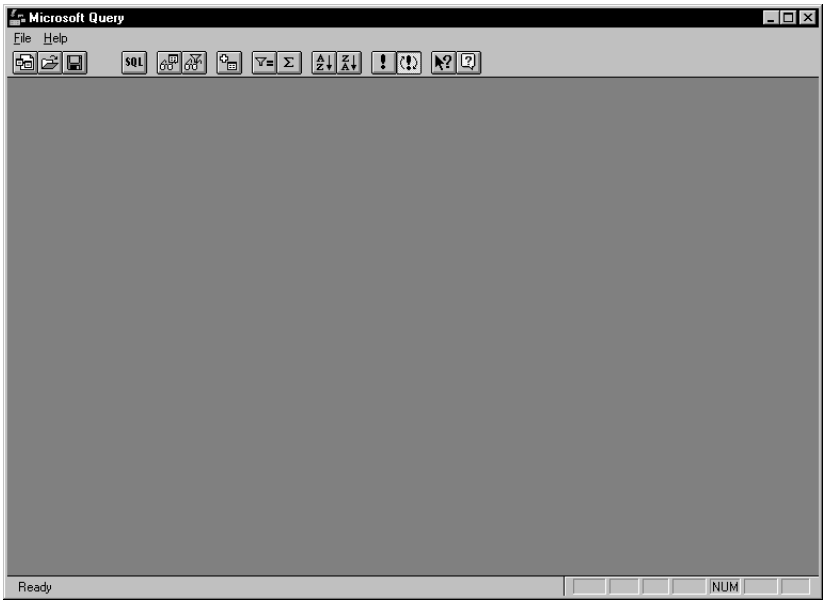
- Install and set up the ODBC Kit.
- Install and set up the BASIS ODBC drivers.
- Install Microsoft Excel 97 and Microsoft Query 97.

Note

This section includes instructions for using Microsoft Query with Microsoft Excel. If necessary, you can install Microsoft Query from the Microsoft Office 97 media. You may also need to create a shortcut to Query manually.

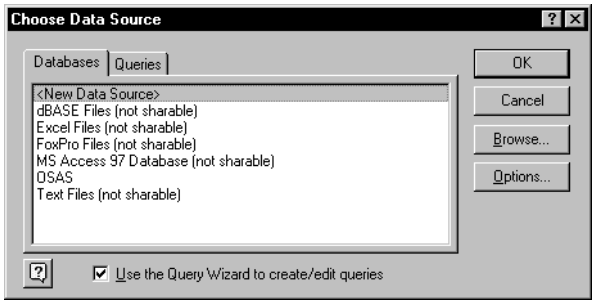
Building a Query For a PivotTable

1. Start Microsoft Query.



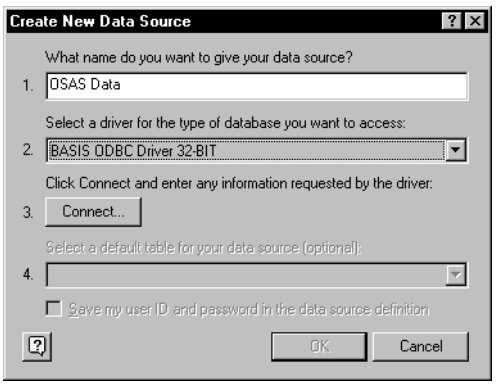
2. Under the **File** menu, select **New**.

   The Choose Data Source screen appears.



3. Select **<New Data Source>**, and click **OK**.

   The Create New Data Source screen appears.

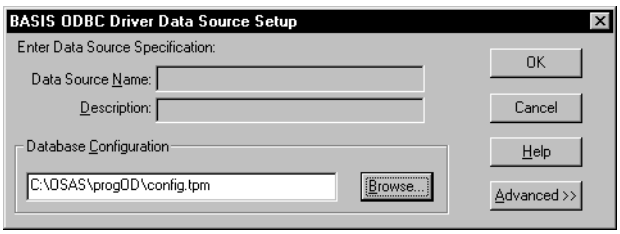

Create New Data Source
What name do you want to give your data source?
1.
OSAS Data
Select a driver for the type of database you want to access:
2.
BASIS ODBC Driver 32-BIT
Click Connect and enter any information requested by the driver:
3.
Connect...
Select a default table for your data source (optional):
4.
Save my user ID and password in the data source definition
OK
Cancel

4. Enter a name you want to give the data source in field 1. You can use the same source again.

5. Select the **BASIS ODBC Driver** in field 2.

6. Click **Connect**.

   The BASIS ODBC Driver Data Source Setup box appears.



7. Enter the file path and name of the CONFIG.TPM file you set up from within the OSAS ODBC software in the Database Configuration field, or select **Browse** and locate the file.

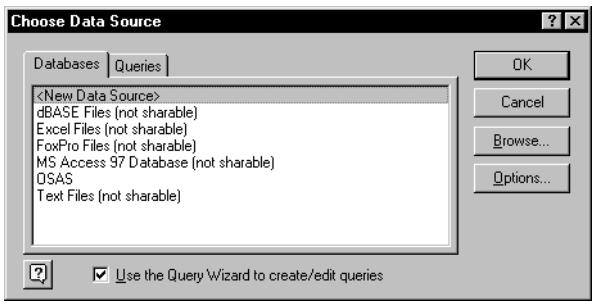
If you have already built the shadow dictionary, click on the **Advanced** button, and check the options for No Shadow Dictionary Consistency Check and Fast Connect to improve performance. See online help for additional information about the options that come with the **Advanced** button.

8. Click **OK** to connect to the data source.

   You are returned to the Create New Data Source screen.

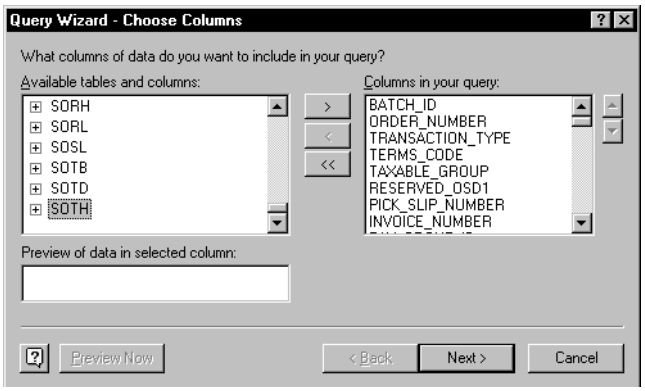
9. Select a table in field 4 if you want to select a default table source; otherwise, leave field 4 blank and select any table when you develop the query. (If you select a table, the list of tables always starts at that table; otherwise the list of tables starts at the beginning of the list.)

   The Choose Data Source box appears.



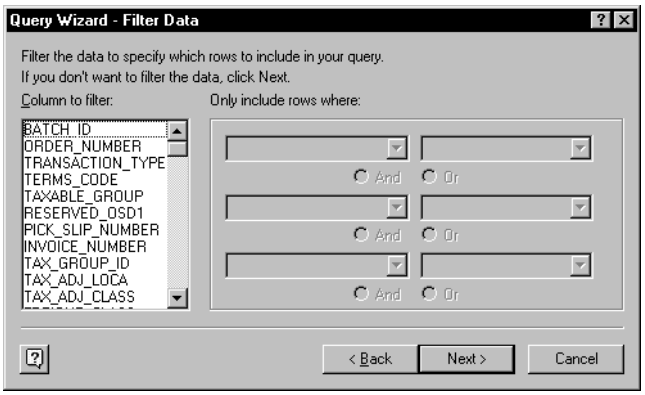
10. Select the data source you set up in the previous steps.

The Choose Columns screen appears.



11. Select a table you want to use in your Excel spreadsheet. For this example, start with one table and add a second table later. Select the SOTH table, select the columns for the spreadsheet, and click **Next >**.

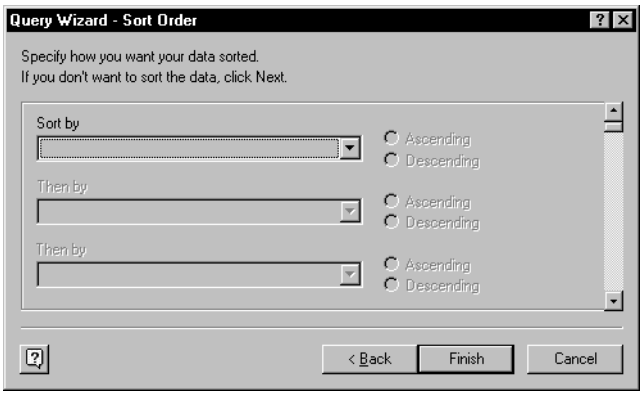
    The Filter Data box appears.



    Use the Filter Data dialog box to select specific records from the table. In most cases, you do not need to choose anything in the Filter Data dialog box. For example, to filter out credit memos, select the field named TRANSACTION_TYPE, select **does not equal**, and then enter **4** for a value. (TRANSACTION_TYPE 4 is a credit memo.)

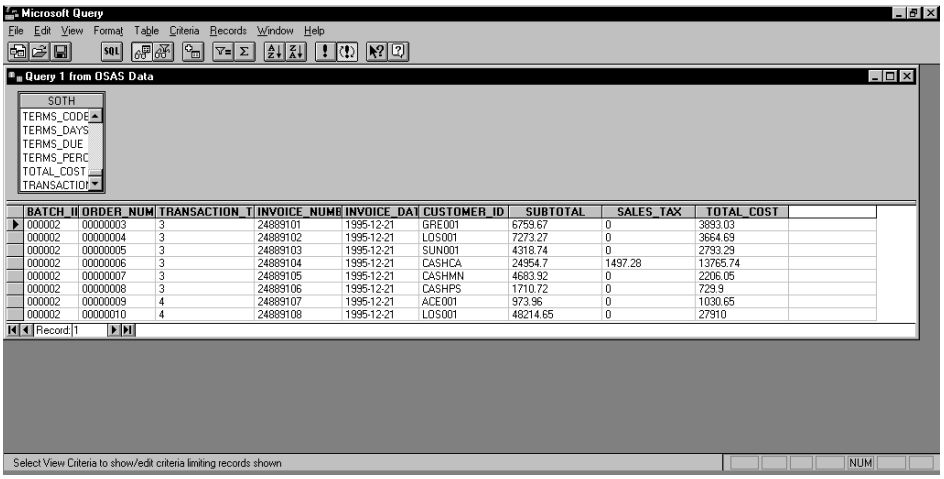
12. Click **Next >**.

    The Sort Order box appears.



    Use the Sort Order dialog box to select how the data is sorted. For example, select a field in Sort by and check Ascending or Descending. Select more fields and orders for hierarchical sorts. For now, don't enter any sort fields.

13. Click **Finish**. You are returned to the Microsoft Query screen.



The data in your query is displayed. You can delete columns by selecting a column and pressing the **Delete** key. You can also add a column by double-clicking on the field name (in the SOTH file).

Note

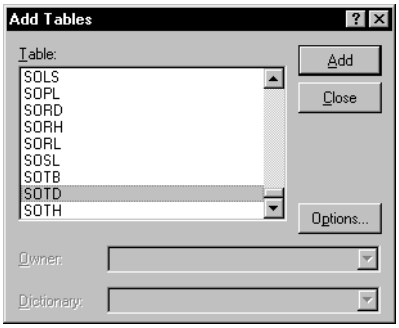
NOTE: You can also select which fields you want in your query in step 6 above. Instead of selecting the entire table, you can click the + box next to the table you want and select the given fields from the list.

14. Select the following fields:

    - BATCH_ID
    - ORDER_NUMBER
    - TRANSACTION_TYPE
    - INVOICE_NUMBER
    - INVOICE_DATE
    - CUSTOMER_ID
    - SUBTOTAL
    - SALES_TAX
    - TOTAL_COST

15. Select **Table** from the main menu, and choose **Add tables**.

    The Add Table dialog box appears.



16. A list of all the tables is displayed. Select the **SOTD** table, and click **Close**.

Joining Tables

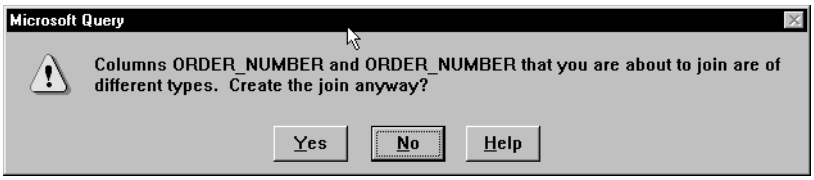
17. Locate BATCH_ID in the SOTD and SOTH tables; then click and hold the left mouse button down on BATCH_ID in the SOTH table

18. Drag the field over to the BATCH_ID field in the SOTD table and release the mouse button.

    A line appears between the two BATCH_ID fields, joining the two fields.

19. Follow steps 17 through 18 with the ORDER_NUMBER field.

    NOTE: You may get the following message. For now, click **Yes** to ignore the message and join the fields together.


Microsoft Query
Columns ORDER_NUMBER and ORDER_NUMBER that you are about to join are of different types. Create the join anyway?
Yes
No
Help

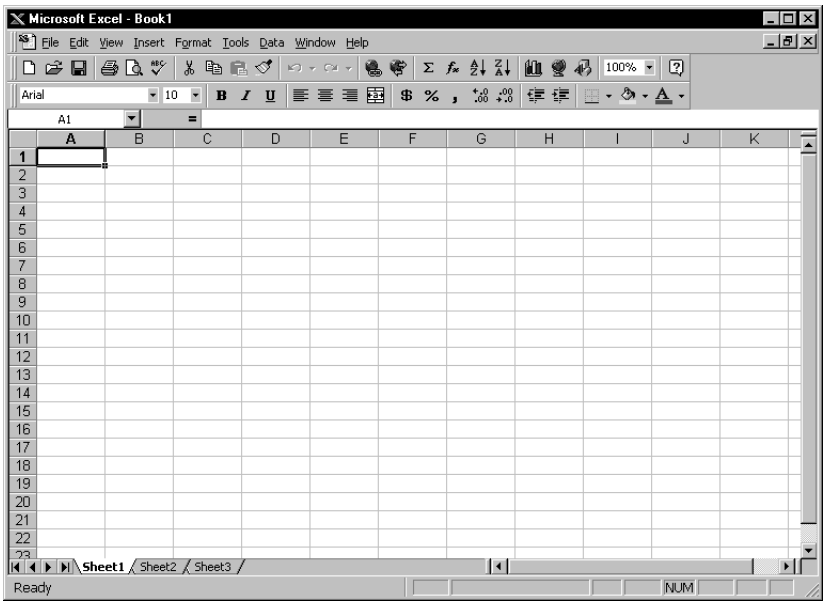
20. Select the following fields from the SOTD table:

    - ENTRY_NUMBER
    - UNIT_COST_COMPNT
    - UNIT_PRICE
    - ORDERED_QTY
    - SHIPPED_QTY_SELL
    - BACKORDERED_QTY.

21. Select **Save** from the **File** menu to save the query.

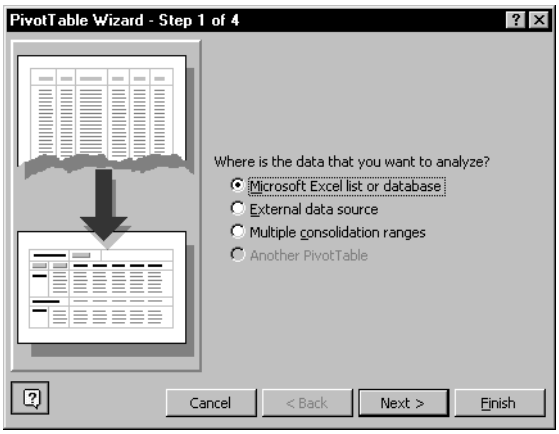
Using the Query in Microsoft Excel

1. Start Excel and open a new worksheet.



2. Select the **Data** menu; then select **PivotTable Report**.

The PivotTable Wizard appears.

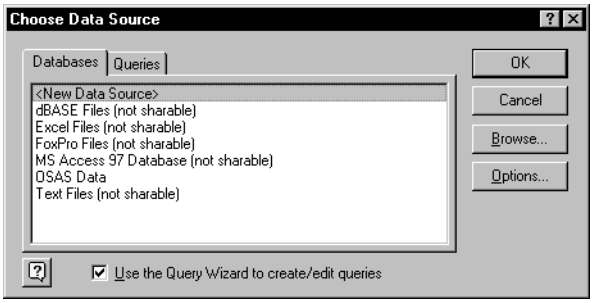


3. In step 1 of the Wizard, a list of options is displayed where you can choose your data source to be used in your PivotTable. Select **External Data Source**, and click **Next** >.

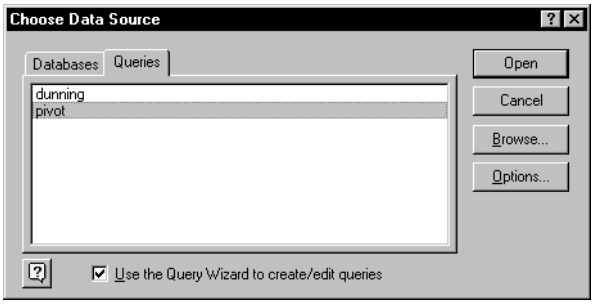
   The PivotTable Wizard Step 2 dialog box appears.

4. In step 2 of the Wizard, click **Get Data**.

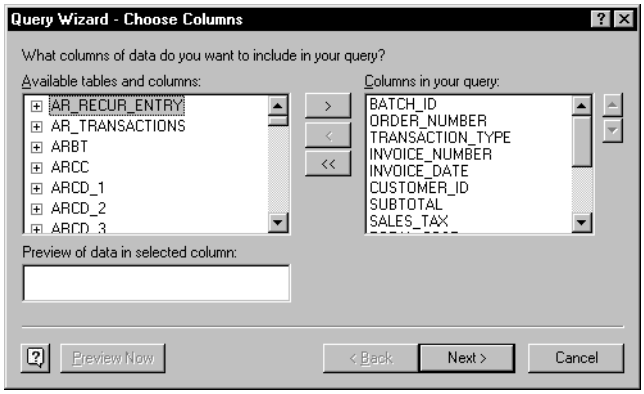
The Choose Data Source box from Microsoft Query appears.



5. Click the **Queries** tab, and select the query you saved under Microsoft Query.



The Choose Columns box under Query appears.



6. Click **Next >**. The query columns are displayed.

7. Click **Next >** to pass by **Filter Data** and **Sort Order** options.

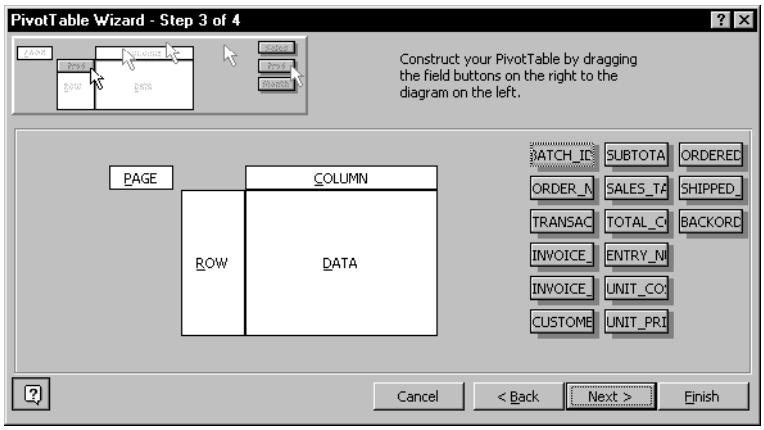
   The Query Wizard - Finish dialog box appears.

8. Select **Return Data to Microsoft Excel,** and click **Finish**.

   You are returned to the PivotTable Wizard Step 2 dialog box.

9. Click **Next >**.

The PivotTable Wizard Step 3 dialog box appears.

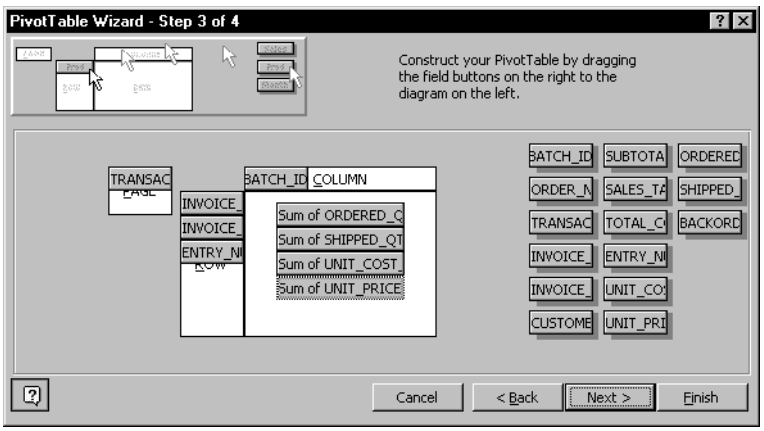


The selected fields and four areas—**Page**, **Row**, **Column**, and **Data**—to put fields are displayed. Drag and drop the fields to use in this report into the respective areas. (To display the full field name, hold the cursor on the button, and a tool tip displays the full field name.)

10. Drag and drop the following fields:

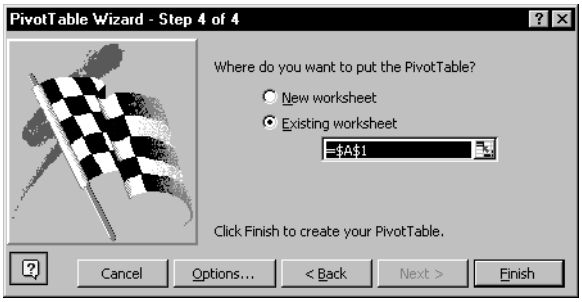
    - TRANSACTION_TYPE into **Page**
    - INVOICE_NUMBER, INVOICE_DATE, and ENTRY_NUM into **Row**
    - BATCH_ID into **Column**
    - ORDERED_QTY, SHIPPED_QTY_SELL, UNIT_COST_COMPNT and UNIT_PRICE into **Data**.

The fields are displayed on the screen. Numeric fields dropped into the Data section become summary fields.



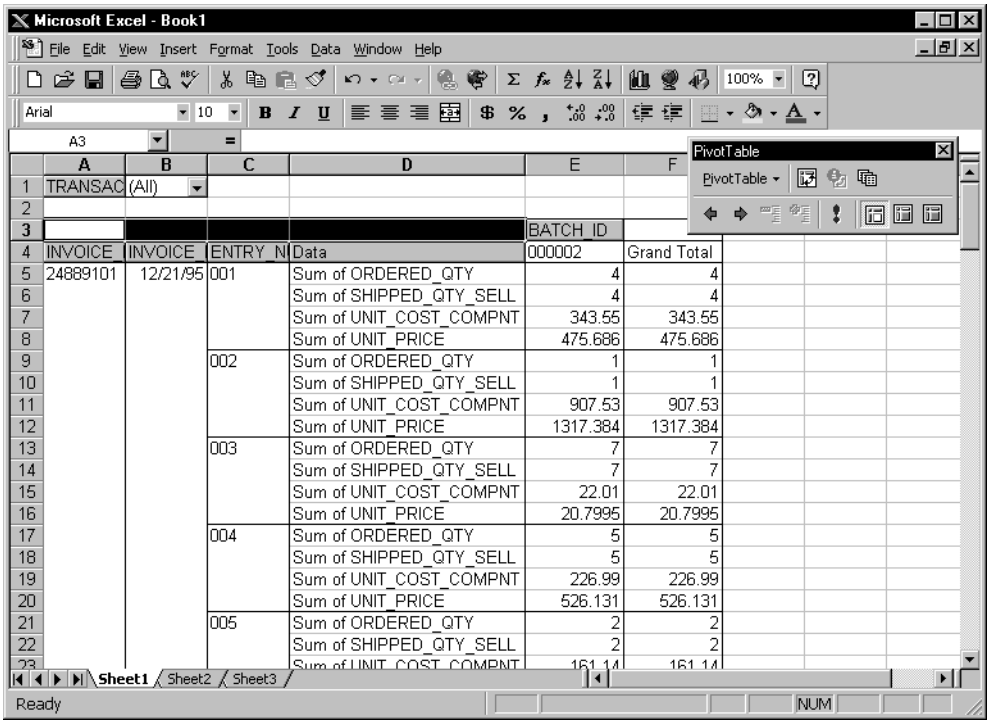
11. Click **Next** >.

    The PivotTable Wizard Step 4 dialog box appears.



12. The last step lets you create the PivotTable either in the existing worksheet or in a different worksheet. Accept the given options and click **Finish**.

The PivotTable is displayed.



	A	B	C	D	E	F
1	TRANSAC	(All)				
2						
3					BATCH_ID	
4	INVOICE_	INVOICE_	ENTRY_N	Data	000002	Grand Total
5	24889101	12/21/95	001	Sum of ORDERED_QTY	4	4
6				Sum of SHIPPED_QTY_SELL	4	4
7				Sum of UNIT_COST_COMPNT	343.55	343.55
8				Sum of UNIT_PRICE	475.686	475.686
9			002	Sum of ORDERED_QTY	1	1
10				Sum of SHIPPED_QTY_SELL	1	1
11				Sum of UNIT_COST_COMPNT	907.53	907.53
12				Sum of UNIT_PRICE	1317.384	1317.384
13			003	Sum of ORDERED_QTY	7	7
14				Sum of SHIPPED_QTY_SELL	7	7
15				Sum of UNIT_COST_COMPNT	22.01	22.01
16				Sum of UNIT_PRICE	20.7995	20.7995
17			004	Sum of ORDERED_QTY	5	5
18				Sum of SHIPPED_QTY_SELL	5	5
19				Sum of UNIT_COST_COMPNT	226.99	226.99
20				Sum of UNIT_PRICE	526.131	526.131
21			005	Sum of ORDERED_QTY	2	2
22				Sum of SHIPPED_QTY_SELL	2	2
23				Sum of UNIT_COST_COMPNT	161.14	161.14

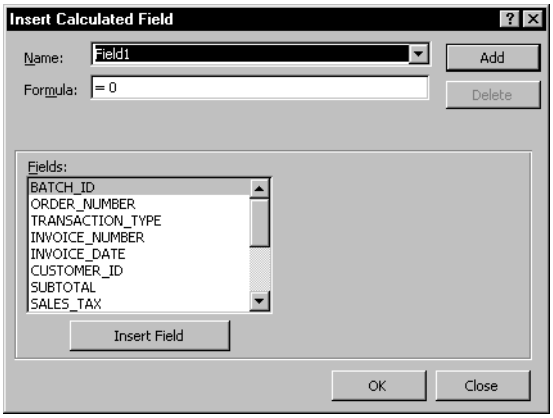
Highlight rows and columns to shift them around. To display only invoices, change Transaction Type from **All** to **3** . Change it to **4** and credit memos are displayed. Totals per type are also displayed.

Adding a Calculated Field

You can also add new fields, like profit, to the data area. To add profit to the data area, follow these steps:

1. Highlight the last row in your data area, **Sum of UNIT_PRICE**, right-click, and select **Insert**.

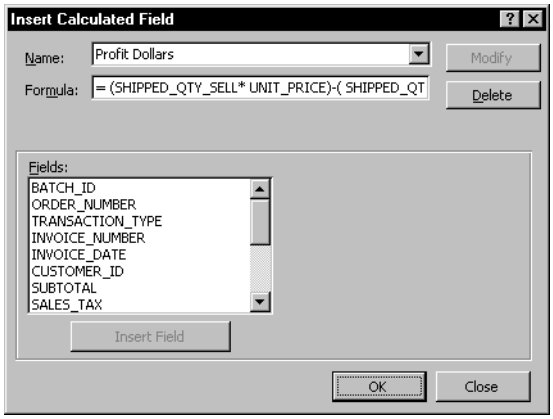
The Insert Calculated Field dialog box appears.



2. Enter the following information about the inserted field:

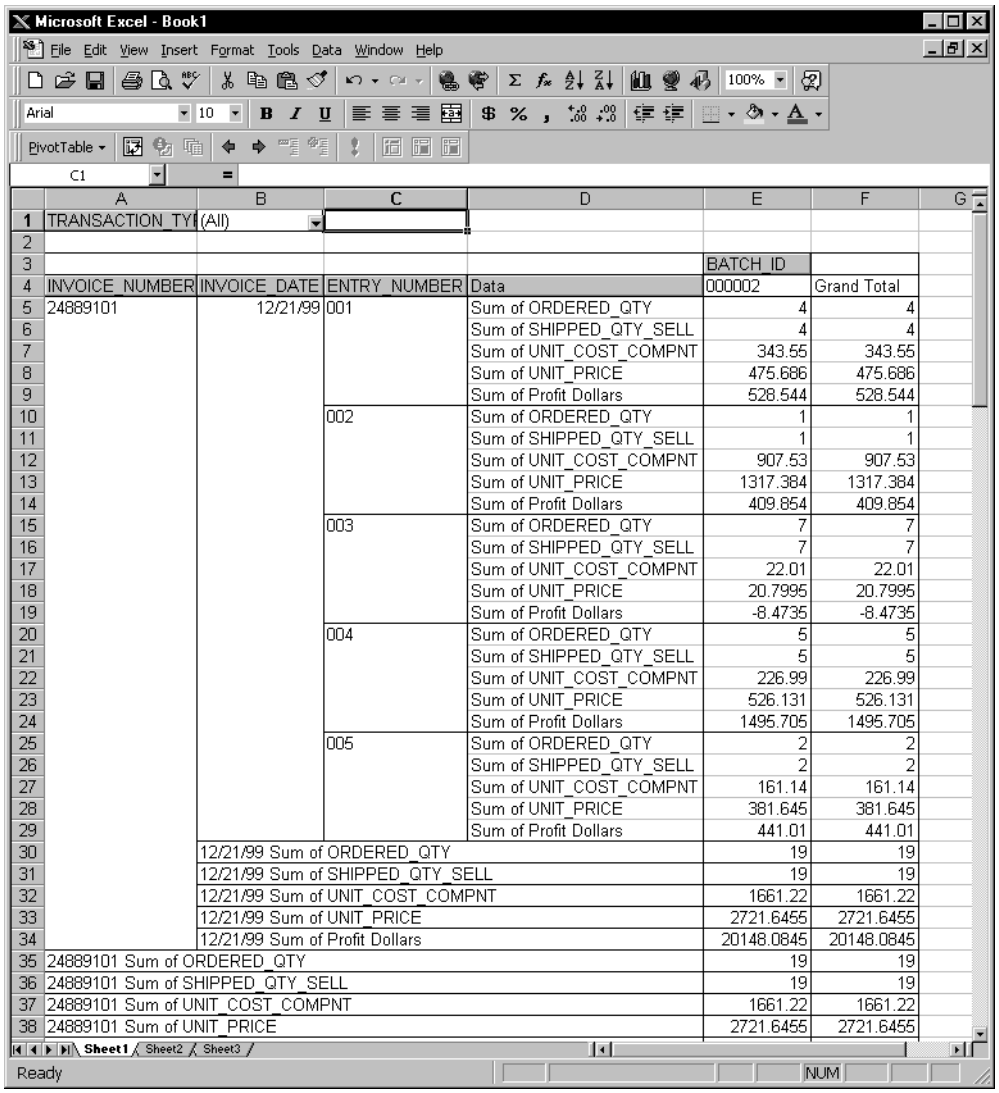
   - Enter **Profit Dollars** in the Name field.
   - Enter **=(SHIPPED_QTY_SELL* UNIT_PRICE) - (SHIPPED_QTY_SELL* UNIT_COST_COMPNT)** in the Formula field.

3. Click **Add**.



4. Click **OK**.

The PivotTable is displayed with the Sum of Profit Dollars field.



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

PivotTable

C1 =

	A	B	C	D	E	F	G
1	TRANSACTION_TYI	(All)					
2							
3					BATCH_ID		
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	000002	Grand Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	4	
6				Sum of SHIPPED_QTY_SELL	4	4	
7				Sum of UNIT_COST_COMPNT	343.55	343.55	
8				Sum of UNIT_PRICE	475.686	475.686	
9				Sum of Profit Dollars	528.544	528.544	
10			002	Sum of ORDERED_QTY	1	1	
11				Sum of SHIPPED_QTY_SELL	1	1	
12				Sum of UNIT_COST_COMPNT	907.53	907.53	
13				Sum of UNIT_PRICE	1317.384	1317.384	
14				Sum of Profit Dollars	409.854	409.854	
15			003	Sum of ORDERED_QTY	7	7	
16				Sum of SHIPPED_QTY_SELL	7	7	
17				Sum of UNIT_COST_COMPNT	22.01	22.01	
18				Sum of UNIT_PRICE	20.7995	20.7995	
19				Sum of Profit Dollars	-8.4735	-8.4735	
20			004	Sum of ORDERED_QTY	5	5	
21				Sum of SHIPPED_QTY_SELL	5	5	
22				Sum of UNIT_COST_COMPNT	226.99	226.99	
23				Sum of UNIT_PRICE	526.131	526.131	
24				Sum of Profit Dollars	1495.705	1495.705	
25			005	Sum of ORDERED_QTY	2	2	
26				Sum of SHIPPED_QTY_SELL	2	2	
27				Sum of UNIT_COST_COMPNT	161.14	161.14	
28				Sum of UNIT_PRICE	381.645	381.645	
29				Sum of Profit Dollars	441.01	441.01	
30		12/21/99 Sum of ORDERED_QTY			19	19	
31		12/21/99 Sum of SHIPPED_QTY_SELL			19	19	
32		12/21/99 Sum of UNIT_COST_COMPNT			1661.22	1661.22	
33		12/21/99 Sum of UNIT_PRICE			2721.6455	2721.6455	
34		12/21/99 Sum of Profit Dollars			20148.0845	20148.0845	
35	24889101 Sum of ORDERED_QTY				19	19	
36	24889101 Sum of SHIPPED_QTY_SELL				19	19	
37	24889101 Sum of UNIT_COST_COMPNT				1661.22	1661.22	
38	24889101 Sum of UNIT_PRICE				2721.6455	2721.6455	

Sheet1 Sheet2 Sheet3

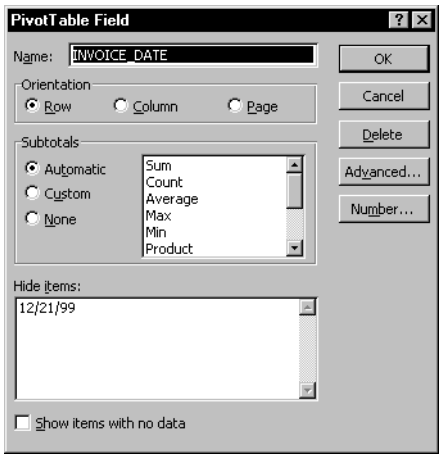
Ready NUM

Changing Field Properties

You can also change the properties of the fields in the table. For example, to remove the subtotals from the INVOICE_DATE field:

1. Place your mouse cursor on the INVOICE_DATE column heading, right-click and select **Field...** from the menu.

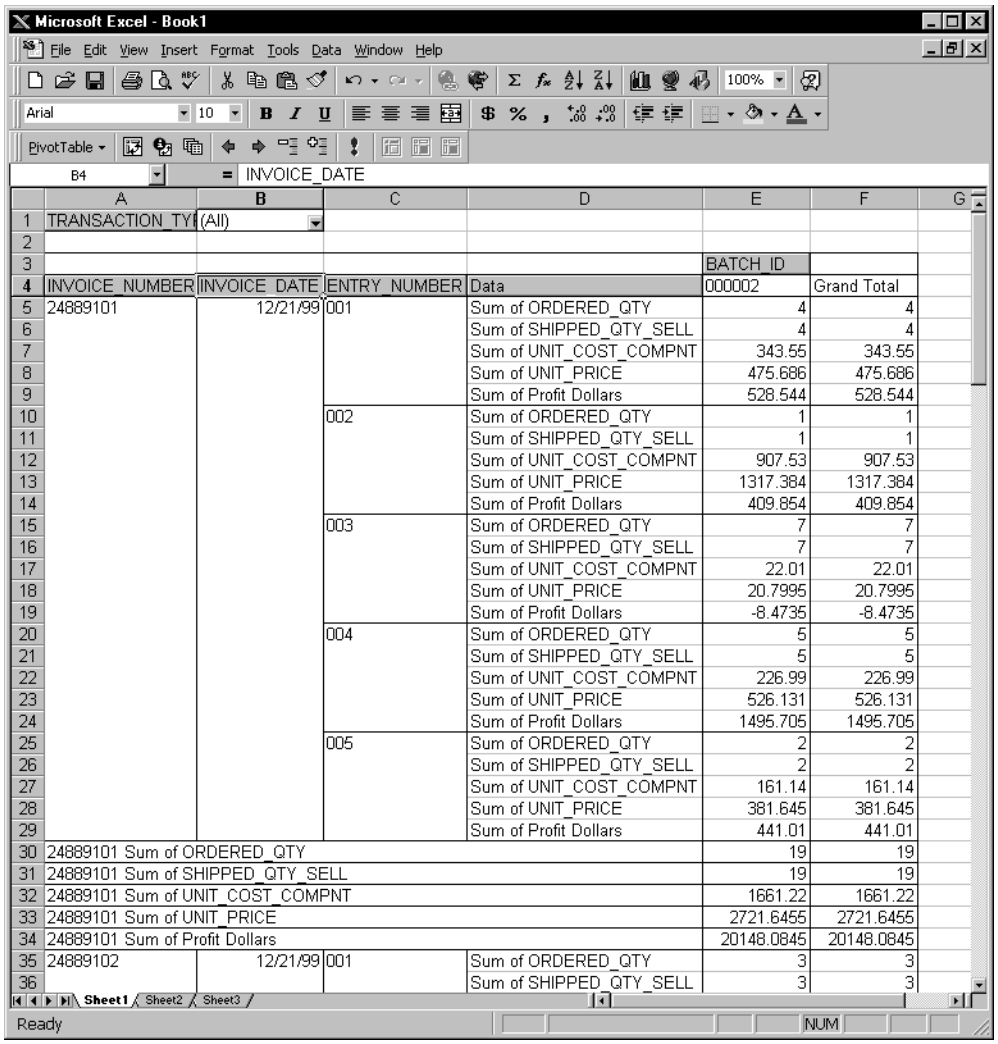
   The PivotTable Field dialog box appears:



   You can use the PivotTable Field dialog box to change the field name, its orientation on the PivotTable, its display mask, subtotalling options and so on.

2. To shut of the subtotals, select **None** under Subtotals and click OK.

The PivotTable is redisplayed reflecting your changes:



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

PivotTable

B4 = INVOICE_DATE

	A	B	C	D	E	F	G
1	TRANSACTION_TYI	(All)					
2							
3					BATCH_ID		
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	000002	Grand Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	4	
6				Sum of SHIPPED_QTY_SELL	4	4	
7				Sum of UNIT_COST_COMPNT	343.55	343.55	
8				Sum of UNIT_PRICE	475.686	475.686	
9				Sum of Profit Dollars	528.544	528.544	
10			002	Sum of ORDERED_QTY	1	1	
11				Sum of SHIPPED_QTY_SELL	1	1	
12				Sum of UNIT_COST_COMPNT	907.53	907.53	
13				Sum of UNIT_PRICE	1317.384	1317.384	
14				Sum of Profit Dollars	409.854	409.854	
15			003	Sum of ORDERED_QTY	7	7	
16				Sum of SHIPPED_QTY_SELL	7	7	
17				Sum of UNIT_COST_COMPNT	22.01	22.01	
18				Sum of UNIT_PRICE	20.7995	20.7995	
19				Sum of Profit Dollars	-8.4735	-8.4735	
20			004	Sum of ORDERED_QTY	5	5	
21				Sum of SHIPPED_QTY_SELL	5	5	
22				Sum of UNIT_COST_COMPNT	226.99	226.99	
23				Sum of UNIT_PRICE	526.131	526.131	
24				Sum of Profit Dollars	1495.705	1495.705	
25			005	Sum of ORDERED_QTY	2	2	
26				Sum of SHIPPED_QTY_SELL	2	2	
27				Sum of UNIT_COST_COMPNT	161.14	161.14	
28				Sum of UNIT_PRICE	381.645	381.645	
29				Sum of Profit Dollars	441.01	441.01	
30	24889101 Sum of ORDERED_QTY				19	19	
31	24889101 Sum of SHIPPED_QTY_SELL				19	19	
32	24889101 Sum of UNIT_COST_COMPNT				1661.22	1661.22	
33	24889101 Sum of UNIT_PRICE				2721.6455	2721.6455	
34	24889101 Sum of Profit Dollars				20148.0845	20148.0845	
35	24889102	12/21/99	001	Sum of ORDERED_QTY	3	3	
36				Sum of SHIPPED_QTY_SELL	3	3	

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Ready NUM

Moving Fields and Sorting Data

You can dramatically change the appearance of the table by moving the fields around. Fields appear on the PivotTable as gray blocks with the field name on them. To move any field, simply drag it to a new destination.

You can change your PivotTable by moving fields in these ways:

Changing the Selection Fields

If you want to be able to limit the data in the table, you can make any field in the table part of the selection criteria by moving it to the Page area.

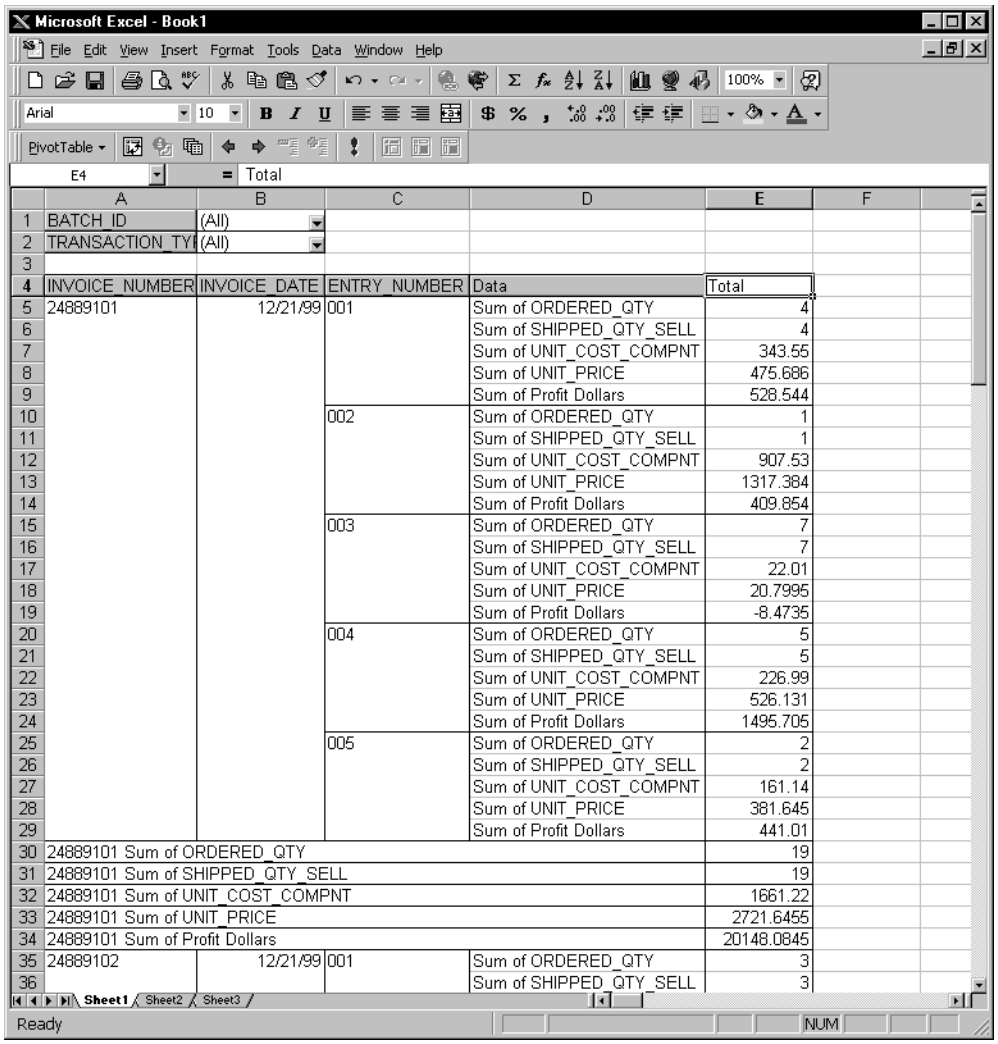
For example, to select a specific batch for this table rather than displaying all the batches across the table columns as they are in our sample table, follow these steps:

1. Position the mouse cursor over the BATCH_ID field, press and hold the left mouse button.

   As you drag the BATCH_ID field around the table, the cursor changes to show where you can drop it. If the cursor looks like a block with an *X* over it, you will remove the field from the table by dropping it there.

2. Drag the BATCH_ID field to the left of the TRANSACTION_TYPE field and drop it there.

The change appears immediately:



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

PivotTable

E4 = Total

	A	B	C	D	E	F
1	BATCH_ID	(All)				
2	TRANSACTION_TYI	(All)				
3						
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	
6				Sum of SHIPPED_QTY_SELL	4	
7				Sum of UNIT_COST_COMPNT	343.55	
8				Sum of UNIT_PRICE	475.686	
9				Sum of Profit Dollars	528.544	
10			002	Sum of ORDERED_QTY	1	
11				Sum of SHIPPED_QTY_SELL	1	
12				Sum of UNIT_COST_COMPNT	907.53	
13				Sum of UNIT_PRICE	1317.384	
14				Sum of Profit Dollars	409.854	
15			003	Sum of ORDERED_QTY	7	
16				Sum of SHIPPED_QTY_SELL	7	
17				Sum of UNIT_COST_COMPNT	22.01	
18				Sum of UNIT_PRICE	20.7995	
19				Sum of Profit Dollars	-8.4735	
20			004	Sum of ORDERED_QTY	5	
21				Sum of SHIPPED_QTY_SELL	5	
22				Sum of UNIT_COST_COMPNT	226.99	
23				Sum of UNIT_PRICE	526.131	
24				Sum of Profit Dollars	1495.705	
25			005	Sum of ORDERED_QTY	2	
26				Sum of SHIPPED_QTY_SELL	2	
27				Sum of UNIT_COST_COMPNT	161.14	
28				Sum of UNIT_PRICE	381.645	
29				Sum of Profit Dollars	441.01	
30	24889101 Sum of ORDERED_QTY				19	
31	24889101 Sum of SHIPPED_QTY_SELL				19	
32	24889101 Sum of UNIT_COST_COMPNT				1661.22	
33	24889101 Sum of UNIT_PRICE				2721.6455	
34	24889101 Sum of Profit Dollars				20148.0845	
35	24889102	12/21/99	001	Sum of ORDERED_QTY	3	
36				Sum of SHIPPED_QTY_SELL	3	

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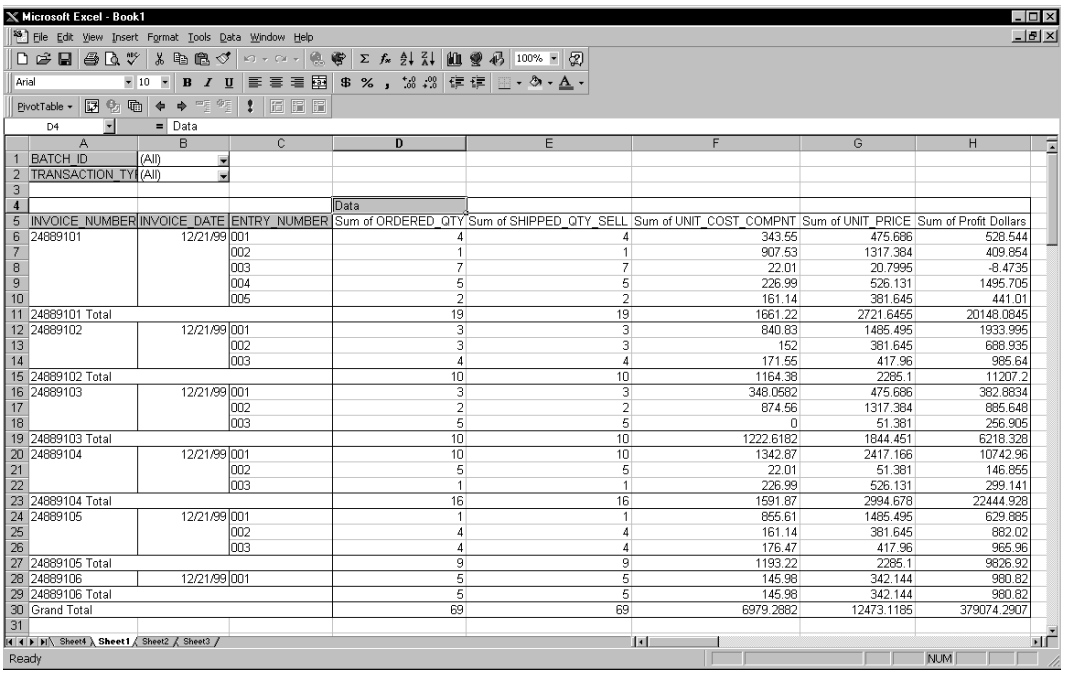
Changing the Column Data

You can change the data that appears in the columns in the table by dragging the fields or data block to the column heading area.

For example, to show the quantity, price, cost and profit information in our table across the columns instead of in the data block as they now appear, drag the **Data** field above the **Total** column heading and drop it there.

The change appears immediately:



Microsoft Excel - Book1

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION_TY	(All)						
3								
4				Data				
5	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	24889101	12/21/99	001	4	4	343.55	475.686	528.544
7			002	1	1	907.53	1317.384	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11	24889101 Total			19	19	1661.22	2721.6455	20148.0845
12	24889102	12/21/99	001	3	3	840.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	985.64
15	24889102 Total			10	10	1164.38	2285.1	11207.2
16	24889103	12/21/99	001	3	3	348.0582	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19	24889103 Total			10	10	1222.6182	1844.451	6218.328
20	24889104	12/21/99	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23	24889104 Total			16	16	1591.87	2994.678	22444.928
24	24889105	12/21/99	001	1	1	855.61	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27	24889105 Total			9	9	1193.22	2285.1	9826.92
28	24889106	12/21/99	001	5	5	145.98	342.144	980.82
29	24889106 Total			5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2882	12473.1185	379074.2907
31								

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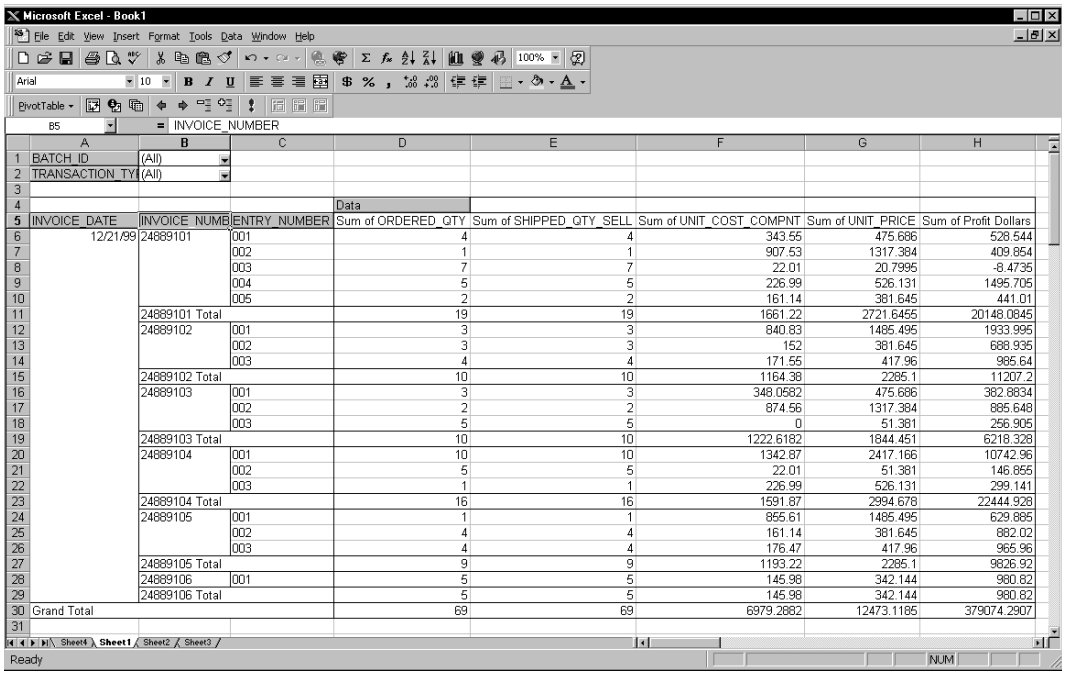
Changing the Data Sort

To change the order in which the data is displayed, you can simply change the Row fields around.

For example, our PivotTable is sorted by Invoice Number. To sort it by Invoice Date instead, click and drag the INVOICE_DATE field to the left of the INVOICE_NUMBER field.

The data is sorted by Invoice Date and is redisplayed:



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

B5 = INVOICE_NUMBER

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION_TYI	(All)						
3								
4				Data				
5	INVOICE_DATE	INVOICE_NUMB	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	12/21/99	24889101	001	4	4	343.55	475.686	528.544
7			002	1	1	907.53	1317.384	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11		24889101 Total		19	19	1661.22	2721.6455	20148.0845
12		24889102	001	3	3	840.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	985.64
15		24889102 Total		10	10	1164.38	2285.1	11207.2
16		24889103	001	3	3	348.0582	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19		24889103 Total		10	10	1222.6182	1844.451	6218.328
20		24889104	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23		24889104 Total		16	16	1591.87	2994.678	22444.928
24		24889105	001	1	1	855.61	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27		24889105 Total		9	9	1193.22	2285.1	9826.92
28		24889106	001	5	5	145.98	342.144	980.82
29		24889106 Total		5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2682	12473.1185	379074.2907
31								

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Ready NUM

You can also drag the selection fields from the Page area to the Row area to sort the data by those fields.

More About Using PivotTables

Feel free to experiment with the orientation of the fields on this sample report. As you become more familiar with the tables and how to use them, you can enjoy the benefits of viewing your data in new and different ways.

For more information about PivotTables, see the Microsoft Excel documentation or online help.

Installation 2

You can put the General Ledger ODBC Report Applet on your system by installing it through Resource Manager. The installation process is described in this section.

The General Ledger Report Applet needs a minimum of 487 kilobytes (487KB) for installation. You must also have installed General Ledger and the ODBC Kit on your system, and the ODBC drivers on the Windows workstation.

Installing the Report Applet

Use the Install Application function on the Resource Manager Installation menu to install the report applet. You must install the General Ledger application before you install this report applet.

The installation will treat the report applet as though you are reinstalling General Ledger. This is normal behavior.

When you install the report applet, Resource Manager copies the PivotTables to the directory where your General Ledger programs are stored. You must have access to this directory from your Windows machine to access the tables in Microsoft Excel.

The CONFIG.TPM File

When you install the ODBC Kit, you specify the location of the data files and data dictionaries in a file called CONFIG.TPM. You can build this file using the ODBC Kit functions. You can store this file in any directory, but the report applets expect the file to be located in the C:\WINDOWS directory.

If your CONFIG.TPM file is stored in a different directory, you have three choices for using the PivotTables supplied with the report applet:

1. Move the CONFIG.TPM file to the C:\WINDOWS directory and change any Data Sources you have set up and any ODBC reports or spreadsheets you have already set up to use the CONFIG.TPM in its new location.

2. Copy the CONFIG.TPM file to the C:\WINDOWS directory and leave a copy in its current location. You do not need to change any Data Sources or reports you have set up, but you need to make any changes in both files.

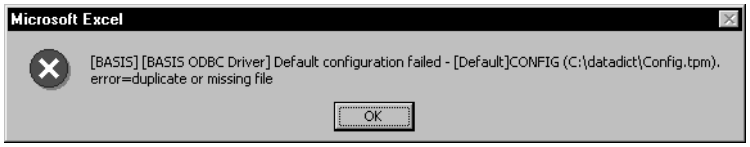
3. Change the PivotTables provided with this report applet to use the CONFIG.TPM file in its current location. You can find instructions for doing this below.

If you choose methods 1 or 2 above, you can load the PivotTables in Microsoft Excel and begin using them with your data by using the Refresh Data command in Excel.

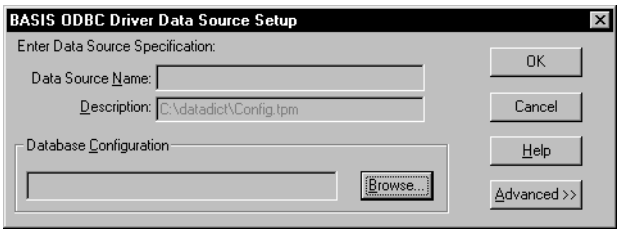
If you choose option 3, follow the instructions below to point the PivotTable to the correct CONFIG.TPM file.

Using a Different CONFIG.TPM

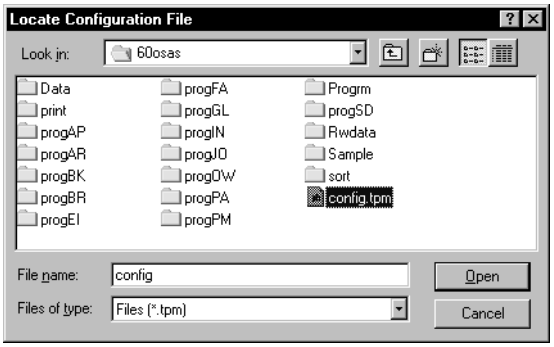
If you store your CONFIG.TPM file in a location other than the C:\WINDOWS directory, you will see this message when you attempt to refresh the data in any PivotTable included with this report applet:


Microsoft Excel
[BASIS] [BASIS ODBC Driver] Default configuration failed - [Default]CONFIG (C:\datadict\Config.tpm). error=duplicate or missing file
OK

When you click on OK, the BASIS ODBC Driver Data Source Setup dialog box appears:



To specify the location of your CONFIG.TPM file, click Browse and select the file from the location screen:



When you select the file, the final dialog appears:

When you click on OK, the PivotTable is updated with your accounting data.

Report Applet PivotTables

Use the descriptions of the PivotTables in chapter 3 to work with your accounting data.

GL PivotTables 3

GL Budget Detail	3-3
GL Comparative Analysis	3-5
GL Forecast Detail	3-7
GL Journal	3-9

GL Budget Detail

File Name

GLBUDGET.XLS

Description

The GL Budget Detail PivotTable uses the data in the General Ledger Master (GLMAx) file to display the budget amounts on file for each GL account.

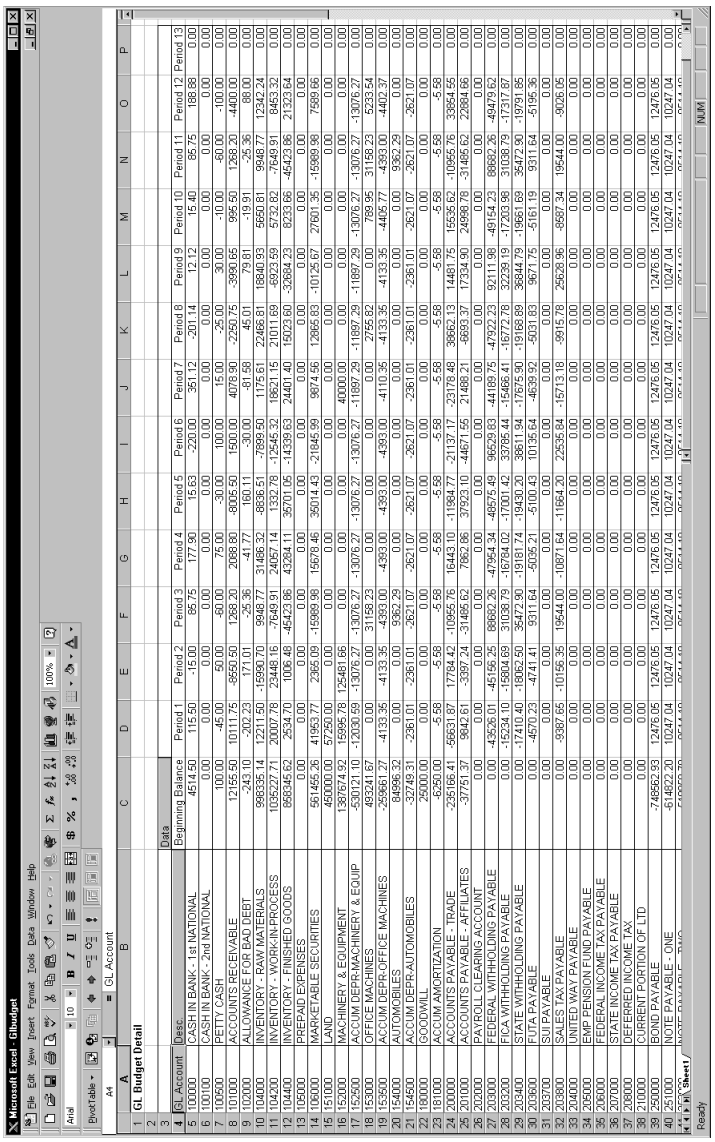
The data is sorted by GL Account Number and Description, but you can easily change the sort order.

You can use this PivotTable to review and analyze your budget figures, or use these budget figures to perform what-if analyses or calculate financial ratios.

Active Fields

Default Field Type	Field
Page	(None)
Row	GL Account Number Description
Column	Beginning Balance Period 1-13 Amounts

GL Budget Detail PivotTable Sample



GL Comparative Analysis

File Name

GLCOMP.XLS

Description

The GL Comparative Analysis PivotTable uses the data in the General Ledger Master (GLMAx) file to display all of the balances stored for each period for each GL account.

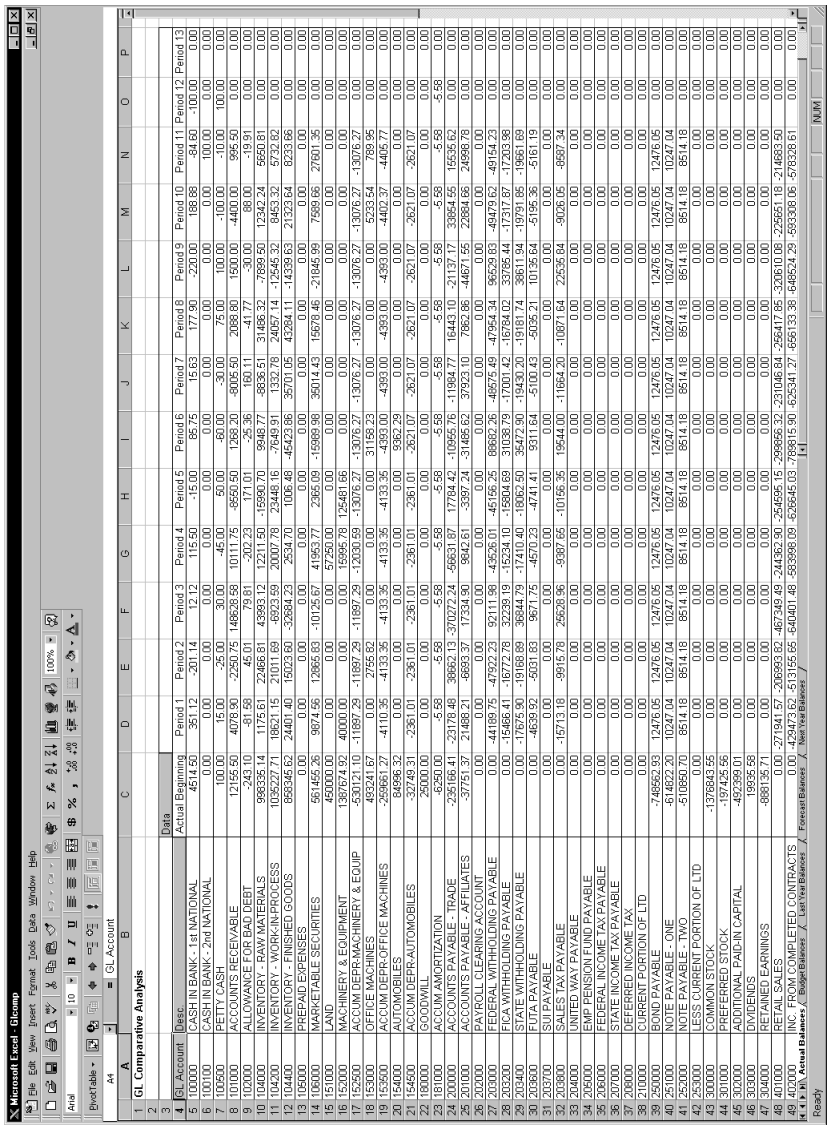
The data is displayed on 5 separate spreadsheets: actual, budget, last-year, forecast and next-year. You can view the data on the sheets by selecting the appropriate tab at the bottom of the current spreadsheet. The data is sorted by GL Account Number and Description, but you can easily change the sort order.

You can use this PivotTable to review and analyze your account balances, compare the balances of different types, perform what-if analyses and calculate financial ratios.

Active Fields

Default Field Type	Field
Page	(None)
Row	GL Account Number Description
Column	Actual, Budget, Last-Year, Forecast and Next-Year Beginning and Period 1-13 Balances

GL Comparative Analysis PivotTable Sample



GL Comparative Analysis																
		Data														
GL Account	Desc	Actual Beginning	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	
100000	CASH IN BANK - 1st NATIONAL	45140.50	351.12	-201.14	12.12	115.50	-15.00	85.75	15.63	177.90	-220.00	188.88	-84.60	-100.00	0.00	
100100	CASH IN BANK - 2nd NATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	
100500	PETTY CASH	100.00	15.00	-25.00	30.00	-45.00	50.00	-80.00	-30.00	75.00	100.00	-100.00	-10.00	100.00	0.00	
101000	ACCOUNTS RECEIVABLE	12155.50	4078.90	-2250.75	1486238.58	10111.75	-8550.50	1268.20	-8005.50	2088.80	1500.00	-4400.00	995.50	0.00	0.00	
102000	ALLOWANCE FOR BAD DEBT	-243.10	-81.58	45.01	79.81	-202.23	171.01	-25.36	160.11	-41.77	-30.00	88.00	-19.91	0.00	0.00	
103000	INVENTORY - RAW MATERIALS	986336.14	1175.61	22466.81	43993.12	12211.50	-15990.70	9948.77	-8836.51	31486.32	-7899.50	12342.24	6650.81	0.00	0.00	
104200	INVENTORY - WORK-IN-PROCESS	1035227.71	18621.15	21011.69	-6923.59	20007.78	23448.16	-7649.91	1332.78	24057.14	-12545.32	8453.32	5732.62	0.00	0.00	
104400	INVENTORY - FINISHED GOODS	868345.62	24401.40	15023.60	32884.23	2534.70	1006.48	-45423.86	35701.05	43284.11	-14339.63	21323.64	8233.86	0.00	0.00	
105000	PREPAID EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
106000	MARKETABLE SECURITIES	561455.26	9874.56	12865.83	-10125.67	41953.77	2365.09	-15989.98	35014.43	15678.45	-21845.99	7569.96	27601.35	0.00	0.00	
151000	LAND	460000.00	0.00	0.00	0.00	57250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
152000	MACHINERY & EQUIPMENT	1387674.92	40000.00	0.00	0.00	15895.78	1254811.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
152500	ACCUM DEPR-MAC-HINERY & EQUIP	-530121.10	-11897.29	-11897.29	-11897.29	-12030.59	-13076.27	-13076.27	-13076.27	-13076.27	-13076.27	-13076.27	-13076.27	-13076.27	0.00	0.00
153000	OFFICE MACHINES	493241.67	0.00	2755.82	0.00	0.00	0.00	31158.23	0.00	0.00	0.00	5233.54	789.95	0.00	0.00	
153500	ACCUM DEPR-OFFICE MACHINES	-259661.27	-4110.35	-4133.35	-4133.35	-4133.35	-4133.35	-4133.35	-4393.00	-4393.00	-4393.00	-4402.37	-4405.77	0.00	0.00	
154000	AUTOMOBILES	84396.32	0.00	0.00	0.00	0.00	0.00	9362.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
154500	ACCUM DEPR-AUTOMOBILES	-32749.31	-2361.01	-2361.01	-2361.01	-2361.01	-2361.01	-2361.01	-2621.07	-2621.07	-2621.07	-2621.07	-2621.07	-2621.07	0.00	0.00
180000	GOODWILL	25000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
181000	ACCUM AMORTIZATION	-6250.00	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	0.00
200000	ACCOUNTS PAYABLE - TRADE	-236166.41	-23178.48	38862.13	-370272.24	-66631.87	17784.42	-10665.76	-11984.77	16443.10	-21137.17	33884.55	15535.62	0.00	0.00	
201000	ACCOUNTS PAYABLE - AFFILIATES	-37751.37	21488.21	-8693.37	17334.90	9842.61	-3397.24	-31485.62	37923.10	7862.96	-44871.55	22884.66	24998.78	0.00	0.00	
202000	PAYROLL CLEARING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
203000	FEDERAL WITHHOLDING PAYABLE	0.00	-44189.75	-47922.23	92111.96	43526.01	-45156.25	88682.26	-48575.49	-47964.34	96529.83	-49479.62	-49154.23	0.00	0.00	
203200	FICA WITHHOLDING PAYABLE	0.00	-15466.41	-16772.78	32239.19	-15234.10	-15804.69	31038.79	-17001.42	-16784.02	33785.44	-17317.87	-17203.98	0.00	0.00	
203400	STATE WITHHOLDING PAYABLE	0.00	-17875.90	-19168.89	36644.79	-17410.40	-18062.50	35472.90	-19430.20	-19161.74	38611.94	-19791.85	-19661.69	0.00	0.00	
203600	FUTA PAYABLE	0.00	-4639.52	-5831.63	9671.75	-4570.23	-4741.41	9311.64	-5108.43	-5035.21	10135.64	-5195.36	-5161.19	0.00	0.00	
203700	SUI PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
203800	SALES TAX PAYABLE	0.00	-1571.18	-991.76	25629.96	-9387.66	-10156.35	19544.00	-11664.20	-10871.64	22536.04	-9026.05	-8997.34	0.00	0.00	
204000	UNFUNDED PENSION PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
205000	FEDERAL INCOME TAX PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
206000	DEFERRED INCOME TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
207000	STATE INCOME TAX PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
208000	CURRENT PORTION OF LTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
250000	BOND PAYABLE	-748562.93	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	0.00	
251000	NOTE PAYABLE - ONE	-614822.20	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	0.00	
252000	NOTE PAYABLE - TWO	-510860.70	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	0.00	
253000	LESS CURRENT PORTION OF LTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
300000	COMMON STOCK	-1376843.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
301000	PREFERRED STOCK	-197425.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
302000	ADDITIONAL PAID-IN CAPITAL	-492399.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
303000	DIVIDENDS	19935.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
304000	RETAINED EARNINGS	-888135.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
401000	RETAIL SALES	0.00	-271941.57	-236993.62	-467349.49	-244362.90	-254595.15	-299856.32	-231046.84	-256417.85	-320610.08	-226651.18	-214683.50	0.00	0.00	
402000	INC. FROM COMPLETED CONTRACTS	0.00	-429473.62	-513155.55	-640401.48	-593998.09	-626545.03	-788815.90	-625341.27	-656133.38	-648524.29	-593308.06	-578328.61	0.00	0.00	

Actual Balances / Budget Balances / Last Year Balances / Forecast Balances / Next Year Balances /

Ready

GL Forecast Detail

File Name

GLFORCST.XLS

Description

The GL Forecast Detail PivotTable uses the data in the General Ledger Master (GLMAx) file to display the forecast amounts on file for each GL account.

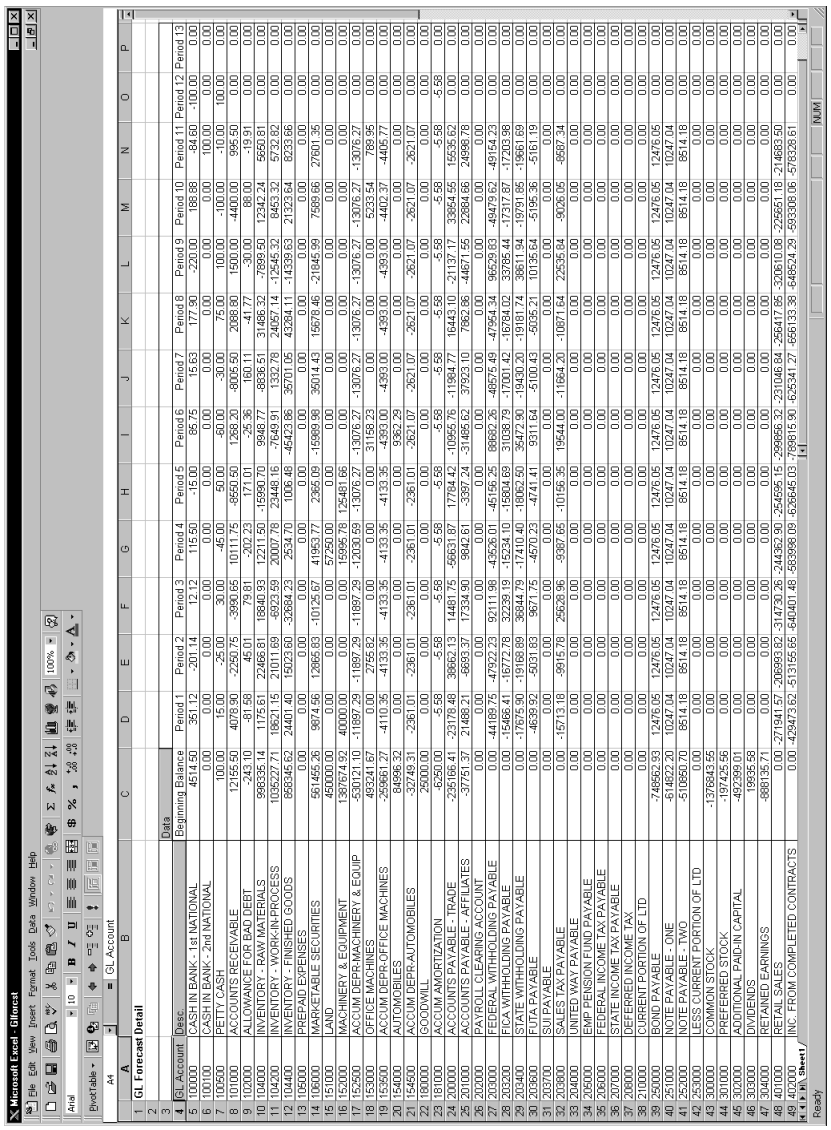
The data is sorted by GL Account Number and Description, but you can easily change the sort order.

You can use this PivotTable to review and analyze your forecast figures, or use these forecasted figures to perform what-if analyses or calculate financial ratios.

Active Fields

Default Field Type	Field
Page	(None)
Row	GL Account Number Description
Column	Beginning Balance Period 1-13 Amounts

GL Forecast Detail PivotTable Sample



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	GL Forecast Detail															
2																
3																
4	GL Account	Desc	Data Beginning Balance	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13
5	100000	CASH IN BANK - 1st NATIONAL	4514.50	351.12	-201.14	12.12	115.50	-15.00	85.75	15.63	177.90	-220.00	188.88	-84.60	-100.00	0.00
6	100100	CASH IN BANK - 2nd NATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	100500	PETTY CASH	100.00	15.00	-25.00	30.00	-45.00	50.00	-60.00	-30.00	75.00	100.00	-100.00	-10.00	100.00	0.00
8	101000	ACCOUNTS RECEIVABLE	12155.50	4078.90	-2250.75	-3990.65	10111.75	-8650.50	1268.20	-8005.50	2088.80	1500.00	-4400.00	995.50	0.00	0.00
9	102000	ALLOWANCE FOR BAD DEBT	-243.10	-81.58	45.01	79.81	-202.23	171.01	-25.36	160.11	-41.77	-30.00	88.00	-19.91	0.00	0.00
10	104000	INVENTORY - RAW MATERIALS	988335.14	1175.61	-22466.81	18840.93	12211.50	-15990.70	9948.77	-8836.51	31466.32	-7899.50	12342.24	5650.81	0.00	0.00
11	104200	INVENTORY - WORK-IN-PROCESS	1035227.71	18621.15	21011.69	-6923.59	20007.78	23448.16	-7649.91	1332.78	24057.14	-12545.32	8453.32	5732.82	0.00	0.00
12	104400	INVENTORY - FINISHED GOODS	868345.62	24401.40	15023.60	-32684.23	2534.70	1006.48	-4542.86	35701.05	43284.11	-14339.63	21323.64	8233.66	0.00	0.00
13	105000	PREPAID EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	106000	MARKETABLE SECURITIES	561466.26	9874.56	12865.83	-10125.67	41953.77	2365.09	-16989.98	36014.43	15678.46	-21845.99	7689.66	27601.35	0.00	0.00
15	151000	LAND	450000.00	0.00	0.00	0.00	57250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	152000	MACHINERY & EQUIPMENT	1307674.92	40000.00	0.00	0.00	15995.78	125481.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	152500	ACCUM DEPR-MACHINERY & EQUIP	-530121.10	-11897.29	-11897.29	-11897.29	-12030.59	-13076.27	-13076.27	-13076.27	-13076.27	-13076.27	-13076.27	-13076.27	0.00	0.00
18	153000	OFFICE MACHINES	493241.67	0.00	2755.82	0.00	0.00	0.00	31158.23	0.00	0.00	0.00	5233.54	789.95	0.00	0.00
19	153500	ACCUM DEPR-OFFICE MACHINES	-259661.27	-4110.35	-4133.35	-4133.35	-4133.35	-4133.35	-4393.00	-4393.00	-4393.00	-4393.00	-4402.37	-4405.77	0.00	0.00
20	154000	AUTOMOBILES	84996.32	0.00	0.00	0.00	0.00	0.00	9362.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	154500	ACCUM DEPR-AUTOMOBILES	-32749.31	-2361.01	-2361.01	-2361.01	-2361.01	-2361.01	-2621.07	-2621.07	-2621.07	-2621.07	-2621.07	-2621.07	0.00	0.00
22	180000	GOODWILL	25000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	181000	ACCUM AMORTIZATION	-6250.00	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	-5.58	0.00
24	200000	ACCOUNTS PAYABLE - TRADE	-235166.41	-23178.48	38662.13	14481.75	-56631.87	17784.42	-10965.76	-11984.77	16443.10	-21137.17	33954.95	15535.62	0.00	0.00
25	201000	ACCOUNTS PAYABLE - AFFILIATES	-37751.37	21488.21	-8693.37	17334.90	9842.61	-3397.24	-31485.62	37923.10	7862.86	-44671.55	22884.86	24998.78	0.00	0.00
26	202000	PAYROLL CLEARING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	203000	FEDERAL WITHHOLDING PAYABLE	0.00	-44169.75	-47922.23	92111.96	-45526.01	-45156.25	88662.26	-4857.49	-47954.34	96529.83	-49479.62	-49154.23	0.00	0.00
28	203200	FICA WITHHOLDING PAYABLE	0.00	-15466.41	-16772.78	32239.19	-15234.10	-15804.69	31038.79	-17001.42	-16784.02	33785.44	-17317.87	-17203.96	0.00	0.00
29	203400	STATE WITHHOLDING PAYABLE	0.00	-11675.90	-11968.89	36844.79	-11410.40	-10862.50	3547.90	-19430.20	-11981.74	38611.94	-19791.85	-19961.69	0.00	0.00
30	203600	FUTA PAYABLE	0.00	-4639.92	-5031.63	9671.75	-4570.23	-4741.41	9311.64	-5100.43	-5035.21	10135.64	-5195.36	-5161.19	0.00	0.00
31	203700	SUI PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	203800	SALES TAX PAYABLE	0.00	-1571.19	-3915.78	25628.96	-9387.65	-10196.35	19544.00	-11864.20	-10877.64	22395.84	-9026.65	-8887.34	0.00	0.00
33	204000	UNEMPLOYMENT FUND PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34	206000	FEDERAL INCOME TAX PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	206200	STATE INCOME TAX PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	207000	DEFERRED INCOME TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37	208000	CURRENT PORTION OF LTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
38	210000	BOND PAYABLE	-748562.93	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	12476.05	0.00
39	250000	NOTE PAYABLE - ONE	-614622.20	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	10247.04	0.00
40	251000	NOTE PAYABLE - TWO	-510850.70	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	8514.18	0.00
41	252000	LESS CURRENT PORTION OF LTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42	253000	COMMON STOCK	-1376843.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	300000	PREFERRED STOCK	-197425.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44	301000	ADDITIONAL PAID-IN CAPITAL	-492399.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45	302000	DIVIDENDS	19936.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
46	303000	RETAINED EARNINGS	-886135.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47	304000	RETAIL SALES	0.00	-271941.57	-306993.82	-314730.26	-244362.90	-254696.15	-299866.32	-231046.84	-256417.66	-306610.08	-225651.18	-214683.50	0.00	0.00
48	401000	INC. FROM COMPLETED CONTRACTS	0.00	-429473.62	-513155.65	-640401.48	-583988.09	-626645.03	-798915.90	-625341.27	-656133.38	-648524.29	-593308.06	-576328.61	0.00	0.00
49	402000															

GL Journal

File Name

GLJRNL.XLS

Description

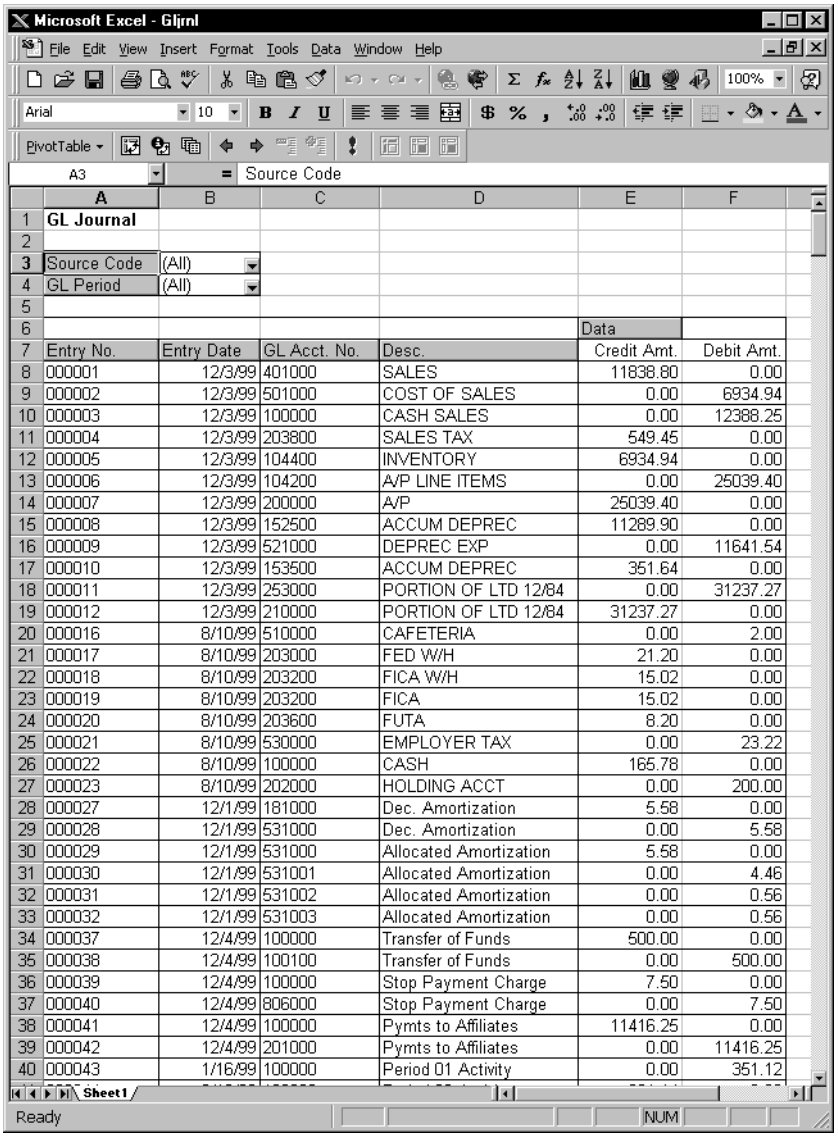
The GL Journal PivotTable uses the data in the General Ledger Journal (GLJRx) file to display the posted and unposted general ledger entries on file.

The report is sorted by Entry Number, but you can easily change the order of the sort.

Active Fields

Default Field Type	Field
Page	GL Period
Row	Entry Number Entry Date GL Account Number Description
Column	Credit Amount Debit Amount

GL Journal PivotTable Sample



Microsoft Excel - Gljrnl

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

PivotTable

A3 = Source Code

	A	B	C	D	E	F
1	**GL Journal**					
2						
3	Source Code	(All)				
4	GL Period	(All)				
5						
6					Data	
7	Entry No.	Entry Date	GL Acct. No.	Desc.	Credit Amt.	Debit Amt.
8	000001	12/3/99	401000	SALES	11838.80	0.00
9	000002	12/3/99	501000	COST OF SALES	0.00	6934.94
10	000003	12/3/99	100000	CASH SALES	0.00	12388.25
11	000004	12/3/99	203800	SALES TAX	549.45	0.00
12	000005	12/3/99	104400	INVENTORY	6934.94	0.00
13	000006	12/3/99	104200	A/P LINE ITEMS	0.00	25039.40
14	000007	12/3/99	200000	A/P	25039.40	0.00
15	000008	12/3/99	152500	ACCUM DEPREC	11289.90	0.00
16	000009	12/3/99	521000	DEPREC EXP	0.00	11641.54
17	000010	12/3/99	153500	ACCUM DEPREC	351.64	0.00
18	000011	12/3/99	253000	PORTION OF LTD 12/84	0.00	31237.27
19	000012	12/3/99	210000	PORTION OF LTD 12/84	31237.27	0.00
20	000016	8/10/99	510000	CAFETERIA	0.00	2.00
21	000017	8/10/99	203000	FED W/H	21.20	0.00
22	000018	8/10/99	203200	FICA W/H	15.02	0.00
23	000019	8/10/99	203200	FICA	15.02	0.00
24	000020	8/10/99	203600	FUTA	8.20	0.00
25	000021	8/10/99	530000	EMPLOYER TAX	0.00	23.22
26	000022	8/10/99	100000	CASH	165.78	0.00
27	000023	8/10/99	202000	HOLDING ACCT	0.00	200.00
28	000027	12/1/99	181000	Dec. Amortization	5.58	0.00
29	000028	12/1/99	531000	Dec. Amortization	0.00	5.58
30	000029	12/1/99	531000	Allocated Amortization	5.58	0.00
31	000030	12/1/99	531001	Allocated Amortization	0.00	4.46
32	000031	12/1/99	531002	Allocated Amortization	0.00	0.56
33	000032	12/1/99	531003	Allocated Amortization	0.00	0.56
34	000037	12/4/99	100000	Transfer of Funds	500.00	0.00
35	000038	12/4/99	100100	Transfer of Funds	0.00	500.00
36	000039	12/4/99	100000	Stop Payment Charge	7.50	0.00
37	000040	12/4/99	806000	Stop Payment Charge	0.00	7.50
38	000041	12/4/99	100000	Pymts to Affiliates	11416.25	0.00
39	000042	12/4/99	201000	Pymts to Affiliates	0.00	11416.25
40	000043	1/16/99	100000	Period 01 Activity	0.00	351.12

Sheet1

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